

Rockville City Police Department

GENERAL ORDER



Subject DISABILITY POLICY		Procedure G.O. # 5-28
Authorizing Signature	Effective 02-26-10	Total Pages 3

I. POLICY

A police officer, in order to fulfill sworn duties, must be physically able to perform all of the tasks associated with the normal police function. Therefore, any officer who is subject to a physical or mental impairment, which restricts his/her ability to carry out the police function, will be relieved of normal duty requirements. This action will be taken on a case-by-case basis to best meet the needs of the officer, the community and the Department. In formulation of this policy, the Department acknowledges two interdependent responsibilities.

- A. First, the Department, as employer, has a responsibility to provide support to an injured officer during the period of recovery and rehabilitation.
- B. Second, every officer has a responsibility to give forth his/her best effort to continue to work when able or return to work as soon as practical.

II. FITNESS CATEGORIES

For the purpose of competently dealing with the personnel needs of the Department, there are herein established two categories of fitness. The critical criterion for determination of the categories is the ability of an individual officer to perform the full scope of duties and responsibilities of a sworn police officer. The categories established are: full duty and alternate duty.

A. Full duty

Officer is able to fully perform all duties and meet all responsibilities required of a sworn police officer.

B. Alternate duty

- 1. Officer is not able to fully perform all duties or meet all responsibilities required of a sworn police officer. Further, the reason for the incapacitation is determined to be of a temporary nature. An officer in this fitness category must have moderate levels of physical fitness and mental health as determined by a medical authority.
- 2. The officer must submit a physician's certification of condition and/or be examined by an independent medical examiner as required by the City.

III. ALTERNATE DUTY

- A. Officers will be placed in an alternate duty status when temporarily incapacitated such that they cannot perform all of the duties of their assignment without presenting an unreasonable risk to the health or safety of themselves, other employees or the public. Alternate duty includes, but is not limited to, pregnancy.
- B. An officer in an alternate duty status will be assigned to a duty position by his/her Bureau Commander with the concurrence of the Chief of Police. The duty assignment will be determined in accordance with the needs of the Department and be compatible with the restrictions caused by the injury or illness.
- C. An officer on alternate duty is subject to the following conditions:

- 1. Officer is relieved of all law enforcement responsibility.

NOTE: being relieved of law enforcement responsibility means an officer is not required to take police action, but in their judgment they may take action. This decision must be made by the officer on a case-by-case basis after considering the risk of further injury to the officer, the potential injury to the victim of the crime and/or bystanders, and the nature of the event.

- 2. In stress and psychological cases and in unusual or extenuating circumstances when it is in the best interest of the Department, the Bureau Commander will confer with the unit supervisor to determine what, if any, further personnel action is necessary. Various factors, such as the officer's ability to handle a weapon, operate an unmarked police vehicle, make an arrest, deal with the public, etc., will be considered before a determination is made as to what restrictions should apply to the officer.
- 3. If it is determined that the officer's police powers are to be suspended, the Bureau Commander or designee will complete the Suspension of Police Powers form (RCPD 131) and the Memo of Notification (RCPD 132).
- 4. In all cases, the officer's Bureau Commander or designee will notify the officer in writing as to what restrictions apply.
- 5. Officers will not operate a marked police vehicle. A PPV participant will relinquish the car for the period of alternate duty. The officer may operate an unmarked administrative vehicle in a non-emergency capacity, i.e., administrative duties.

IV. TEMPORARY NO-DUTY

- A. Officers will be in a temporary no-duty status when they are unable to perform the duties and responsibilities of the assignment without representing an unreasonable risk to themselves, other employees or the public. An officer on sick leave or disability leave will be in this status.
 - 1. A medical certification form will be required if a duty-related sickness or injury exceeds

five (5) days.

2. Sick leave approved in advance for such incidents as medical appointments, family illness, etc., will be an exception to this policy in that the officer will not be in a no-duty status.
 3. In other extenuating circumstances, such as leaving work due to a sudden illness or a minor injury, the officer's immediate supervisor may grant permission for the officer to operate a PPV for a reasonable period of time in order to return to his principal place of residence.
- B. The following conditions apply initially to an officer in a no-duty status:
1. The officer will not wear the police uniform.
 2. The officer will not operate a police vehicle.
- C. An officer using more than five (5) consecutive days of sick leave shall submit to his/her supervisor a certificate from a physician or other recognized medical practitioner. The certificate shall confirm the illness and the officer's inability to report to work or to perform part or all of the duties and responsibilities of their position and the dates of treatment.
- D. When an officer is in the no-duty status, his/her supervisor/Bureau Commander will have the following responsibilities:
1. Determine the projected duration of the illness or injury. If the duration is expected to be five (5) work days or less, no further action needs to be taken.
 2. If the duration is expected to be more than five (5) workdays, the supervisor will provide the information described in IV C to the Bureau Commander.
 3. The Bureau Commander will confer with the Chief of Police to determine what further personnel action (if any) will be taken. After evaluating various factors such as the officer's ability to handle a weapon, operate a police vehicle, make an arrest, deal with the public, etc., a determination will be made as to what restrictions will apply to the officer.
 4. If it is determined that the officer's police powers are to be suspended, the Bureau Commander or designee will complete the Suspension of Police Powers form (RCPD 131) and the Memo of Notification (RCPD 132).
 5. In all cases, the officer's Bureau Commander or designee will notify the officer in writing as to what restrictions apply.
- E. A service increment shall not be delayed or denied because of a service-connected injury or illness, provided the officer received a satisfactory or acceptable evaluation in the preceding rating period.